

MINUTES

August 20, 2014

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

ATTENDANCE: Joan Butler, Sheila Gagnon, Nancy Goodwin, Tom Halliday, Carol Hamilton, Bill Lyons, Bill Scott, Judy Welch

ABSENCE EXCUSED: Marcy Amore, Martine Anderson

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:03 p.m. Sheila welcomed new member, Tom Halliday, to the COA Board.

APPROVAL OF MINUTES: Judy made a motion to approve the minutes of the July 16, 2014 meeting. It was seconded by Nancy. Motion passed. Tom, Bill L. and Bill S. abstained.

LIAISON REPORTS:

COA BOOSTERS: Report given by Bill Lyons. At the August 4, 2014 meeting Peg Davis and Sandy Southerland were added to the Boosters Board. The Boosters have received 73 membership renewals of which 11 are new members and 15 are patrons. To date, 22 booths have been reserved for their November 1st Craft Fair. The next Boosters meeting is scheduled for September 15, 2014.

OCEC: No meeting was held this month.

OCPC: No meeting was held this month.

COMMITTEE ASSIGNMENTS AND REPORTS:

BUDGET / STAFFING: No meeting was held this month.

GROUNDS: No meeting was held this month.

GOVERNANCE: Report given by Nancy Goodwin. At the July 22, 2014 meeting the committee reviewed the Evaluation, Safety, Confidentiality and COA Emergency Displacement policies. At today's COA Board meeting Nancy made a motion to accept the COA Emergency Displacement Policy. Bill S. seconded. Motion passed. The Board also reviewed The Emergency Evacuation map-----to be voted on at the September 17, 2014 meeting. The next Governance meeting is scheduled for August 26, 2014.

STRATEGIC PLANNING: Report given by Bill L. At the August 13, 2014 meeting the committee reviewed and revised the Strategic Long Range Plan 2012-2017. The committee also reviewed the Opportunities section of the SWOT Analysis. Through the Marketing Committee, we will develop a plan that promotes better visibility of the COA to all town residents and businesses---attract baby boomers by having the Senior Center open beyond normal hours and by having special programs such as retirement planning. Food needs and programs is a major area of opportunity and, as an added goal, the committee reviewed the idea of creating a committee titled Expanding Nutrition Options and Services---have a food cart, have a Café or have healthy food in vending machines. Finally, the committee reviewed the Threat section of

SWOT. We need advocacy in order to alleviate budget cuts and promote budget increases. We need better communication and involvement in order to counter public apathy. We need more clerical help and more small and large donors to sustain ongoing programs and to expand. The next meeting is scheduled for September 16, 2014.

TRANSPORTATION: No meetings were held this month.

MARKETING AND OUTREACH: Bookmarks are being printed----to be used as promotional material for the COA. New Board member, Tom Halliday, will join the Marketing Committee. Judy Welch will now work independently with Joan Weinman on the At Large Publicity Committee.

SELF ASSESSMENT STEERING: Report given by Carol. In working toward Accreditation the 1st chapter of the workbook page and pertinent documents have been reviewed. We are now requesting residents to join the Citizen's Advisory Committee.

VOLUNTEER RECOGNITION (ad hoc): At the August 19, 2014 meeting the committee reviewed the agenda for this October 25th volunteer event. The next meeting is scheduled for October 7, 2014.

DIRECTOR'S REPORT:

1. The Formula Grant has been submitted to EOEa on August 11, 2014.
2. The Office staff is working on submitting their sections of the Annual Report to me by August 20, and mailed by August 26th.
3. The Kick-Off for Lifelong Learning is September 16th, 9:30 – 11:30. We met today to edit the draft brochure and plan for the kick off. (see handout)
4. We have updated the bus schedule to accommodate more medical appointments; we added medical appointments for Wednesdays. See copy
5. Wisdom Works September 23, 30, & Oct 7, & 14, 2014, 9:30 – 2:30. This is a job seeking education group.
6. Flu Clinics (Flu and Pneumonia Shots) with Osco Pharmacy, 9/25, 10/2, 10/23 from 10-1
7. We hosted Social Security today, to assist people in obtaining verifications, as the local offices will not be available to provide this service in the future.
8. We are considering a new program, an insurance check up to review policies, review beneficiary designations, policy durations, face amounts and policy features.
9. Technology Fair is September 8th 9-4, there will be 8 different segments offered on various aspects of technology.
10. The Social Security presentation went very well and many of our lab volunteers, tax counselors and consumers attended.
11. Morse Engineering has submitted a proposal for the walk path and parking to DPW, it will be reviewed by the town engineer.
12. We met with Rocco Longo, the union Rep and Labor Counsel regarding the Administrative Clerical Position. We signed off on the revised job description and make way for next step.
13. I was approached by a gentleman that would like to start a Parkinson's support Group, he is currently doing research on other groups and will come back to discuss a possible venue.

14. I am working on recovering the pool table. I will be meeting with a vendor this week to go over the job. This should improve the experience for our pool players.
15. Handout on Avoid the Hype and Always Swipe Campaign

OLD BUSINESS: The Chamber of Commerce held a meeting at this Senior Center. Many members were here for the first time and were impressed with the building and all the activities taking place within it.

NEW BUSINESS: Sheila discussed submitting an application requesting funds for Phase 2 of CPC Project---Recreation FY 16.

NEXT MEETING: Next COA Board meeting is scheduled for September 17, 2014.

ADJOURNMENT: Meeting was adjourned at 4:40 p.m. It was moved by Bill S. and seconded by Nancy. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary